

TWO TYPES OF OUTLINES

1. The Half Outline

Make an outline of your topic (using headings and subheadings while defining key components of your discussion/material). *Do not use complete sentences.* Also, try to use decimal numbering instead of alphabets and Roman numerals (most people do not know their Roman numerals and letters are limited by 26 characters). Remember: Numbers are infinite.

EX: (Sea Creatures)

1. Fish
 - 1.1. Flounders
 - 1.2. Red Snapper
 - 1.3. Rock Fish
 - 1.4. Sea Bass
2. Whales
 - 2.1. Blue Whale
 - 2.2. Humpback Whale
 - 2.2.1. Males
 - 2.2.1.1. Strong
 - 2.2.1.2. Weak
 - 2.2.2. Females
 - 2.3. Killer Whale
3. Starfish
4. Jelly Fish
5. Sea Snake

2. The Full Outline

Make an outline of your topic (using headings and subheadings while defining key components of your discussion/material). *Use complete sentences.* Also, try to use decimal numbering instead of alphabets and Roman numerals (most people do not know their Roman numerals and letters are limited by 26 characters). Remember: Numbers are infinite.

EX: (Videogames & Health)

1. Videogames are dangerous to one's health.
 - 1.1. The distinction between good gaming and bad gaming is level of physical activity
 - 1.2. Some video game systems encourage physical activity.
2. Obesity is associated with "bad" games.
 - 2.1. A record number of children are becoming obese.
 - 2.2. While one issue related to obesity is food, the other is the level of physical fitness.
 - 2.3. Physical activity promotes higher metabolisms (e.g., fat burning).
3. Lack of exercise causes harm to one's level of fitness.
 - 3.1. Lack of exercise leads to a sedentary lifestyle.
 - 3.2. Sedentary lifestyles can cause a wide range of illnesses (most are fatal or debilitating).
4. Instances of disease are increasing.

- 4.1. We must take action to prevent disease.
- 4.2. Parents need to limit a child's hours of gaming, unless the